



NC E-Procurement
SunPac Fall Conference
November 2015

- More than **5 Million** purchase orders and over **\$32 Billion** in spend has processed through the NC E-Procurement system
- Over **10,500** NC users from almost **200** different entities currently use NC E-Procurement.
- Over **50,000 vendors** are registered in the NC E-Procurement system.





NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

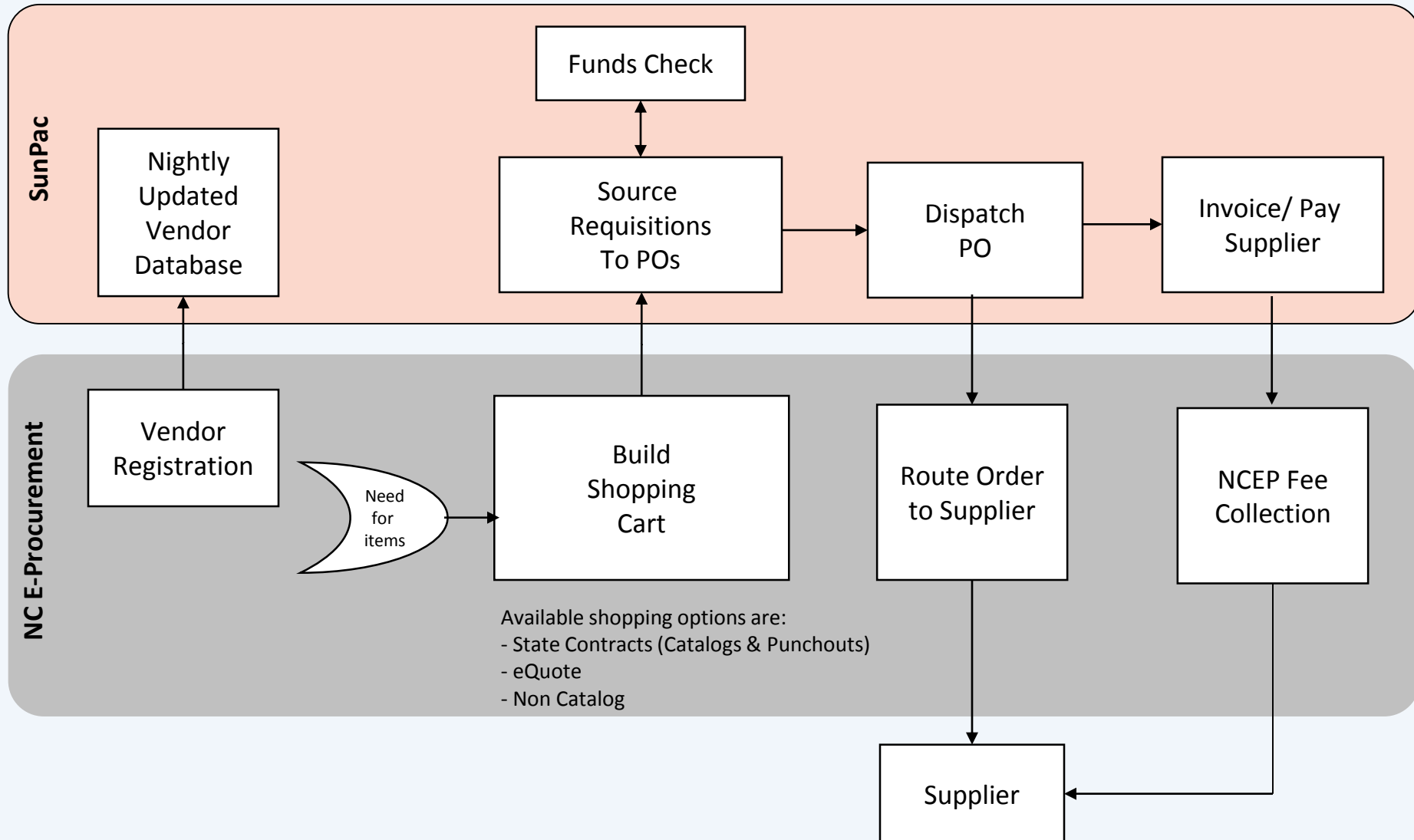
- There are more than **380 electronic catalogs** representing over **110 Statewide Term Contracts** available to users
- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs**
- Orders and internal approvals are **routed electronically** and maintained for accountability – **paper free!**


The Department of Administration, Division of Purchase & Contract has negotiated over 110 Term Contracts, which offer significant savings opportunities:

- **615A – Office Supplies** was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.
- **645A – Office Paper** is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.
- **445B – Maintenance, Repair, and Operations (MRO)** was awarded to Grainger. It consolidated several previously separate contracts.
- And Fuel contracts:
 - **405A – Propane** • **405B – Diesel** • **405C - Gasohol**

- NC E-Procurement online catalogs provide an online shopping experience to the end user, which includes:
 - The ability to search for a specific item on Statewide Term Contract
 - The ability to conduct a side-by-side item comparison
 - The ability to note commonly ordered items as “favorites”, allowing quick access in the future
- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders

NCEP Interface Overview





ARIBA* **SPEND MANAGEMENT**

Home

Create Search Manage Preferences

Home | Logout

Welcome Laura Haakenson

Customize

Supplier

B.W.Wilson Paper Co. (6)

DOVE DATA PRODUCTS, ... (5)

GODWIN MFG CO INC (22)

Hampden Engineering ... (1849)

SOUTHERN ... (4497)

Show All ...

Language

English (15313)

Favorites

- Recent Choices -

RQ20000005: Untitled Requisition

Items: 0 Total: \$0.00000 USD

Summary Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Catalog Search Options

Browse By: Categories Suppliers

Create Non-Catalog Item

APPLIANCES, ELECTRICAL, CLOCKS (7122)

APPLIANCES (8)

ELECTRICAL EQUIPMENT (7114)

BUILDING MATERIALS, MAINTENANCE (2)

031-11: Blowers: Industrial Types (2)

CLOTHING & TEXTILE ITEMS (110)

CARPET AND FLOOR MAINTENANCE AND MACHINES (110)

EDUCATIONAL & ATHLETIC EQUIPMENT, SUPPLIES (2)

580-10: Band Instruments and Accessories (2)

FOOD & RELATED ITEMS

165-92: Vending Machines, Non-Refrigerated (1)

740-85: Vending Machines, Refrigerated (1)

FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (1663)

420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (484)

425-00: FURNITURE: OFFICE (1179)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3210)

OFFICE EQUIPMENT AND SUPPLIES (2999)

PAPER AND PAPER PRODUCTS/PLASTICS (57)

080-65: Service Awards, Specialty Type (98)

395-00: FORMS, CONTINUOUS: COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS FOR FORMS (56)

POLICE & SAFETY EQUIPMENT (299)

680-00: POLICE EQUIPMENT AND SUPPLIES (165)

345-32: First Aid Cabinets, Kits, and Refills (134)

SERVICES (CONTRACTUAL & CONSULTANT) (1860)

910-09: Carpet Cleaning, Dyeing, Installation and Repair (1)

918-28: Computer Hardware Consulting (5)

920-31: Installation of Computers, Peripherals, and Related Equipment (Including Software) (8)

More ...

TECHNOLOGY ITEMS (2029)

880-46: Projection Stands, Tables, etc., Standard and Rear-Projection Types (2)

COMPUTERS AND RELATED ITEMS (2027)

TRANSPORTATION (VEHICLES & SUPPLIES INCLUDING MARINE) (40)

TRANSPORTATION, VEHICLES AND SUPPLIES (40)

Uncategorized Items



Tips & Tricks

- Use the **copy** functionality in NC E-Procurement to reduce re-work when purchasing items previously ordered.
- Use the **Mass Edit** functionality to set things such as **Account Code** for all line items at once.
- When entering shipping as a line item on eRequisitions in NC E-Procurement, use commodity code **962-86**
- Conduct a **purchase order** system search using the NC E-Procurement requisition ID to determine if a previously created requisition has been turned into a purchase order.
- The **Remit To Address** is now visible in the NC E-Procurement Registered Vendor Search.


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[Vendor Login](#)
[Vendor eQuote Login](#)

Buyer

[System Tips](#)

Resources

[Commodity Code List](#)
[User Account Maintenance](#)
[Punchout Catalog Status](#)

New Functionality

[Participation Report Guidelines \(LEAs\)](#)
[Frequently Asked Questions](#)
[Registered Vendor Search](#)
[State Term Contract Catalog Search](#)
[State Term Contracts Listing](#)

News & Events

[The Source Newsletter](#)
[2014 iHub Upgrade.html](#)

System Tips

This page was last updated on September 29, 2014.

[Community Colleges](#)
[School Systems](#)
[State Agencies](#)
[Non-Integrated](#)

The following are quick links to category sections:

- [Community College Setup and Maintenance](#)
- [Requisitioning](#)
- [System Navigation](#)
- [eQuote](#)
- [Approving](#)
- [Purchase Orders](#)
- [User Maintenance](#)
- [Vendor/Billing](#)

Community College Setup and Maintenance

Tip

[Hardware and Software Requirements](#)
[Entity Client Overview/Troubleshooting Steps](#)
[Entity Client Troubleshooting](#)
[Common Error Messages](#)

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- **10 Web Based Trainings & 40 Job Aids**
 - *Self-paced online training modules*
 - *Printable job aids with screenshots*
 - *<http://eprocurement.nc.gov/Training.html>*
- **Onsite Training**
 - *Free on an as needed basis*
 - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
 - *Hands on experience for new users or trying Approval Flows*

***The NC E-Procurement Help Desk is
manned by highly-trained and friendly IT
customer service agents dedicated to
serving you!***

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov